



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Becky Koehler
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 12, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement Tuesday, January 16, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Monday, January 29, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM IV (3 positions) Senior Internet/Intranet Support Specialist
Bureau of Information Processing
Office of Finance and Administration
Springfield

Attachments
42294

Technical Applications [PM1080 rev 6/1/17](#) ****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Monday, January 29, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV (3 Positions)	Salary	\$5,015 - \$7,085*
Position Title:	Senior Internet/Intranet Support Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414 23-40-205-30-03	IPR#:	42294

Office/Central Bureau/District/Work Address:

Office of Finance & Administration/Bureau of Information Processing/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for developing and enhancing Internet/Intranet-based applications and providing technical assistance and training to the users of highly complex Internet/Intranet-based applications throughout the Department. This position requires the ability to analyze complex business requirements, develop web based solutions, and enhance, maintain and support existing applications. New applications will be created using HTML and JavaScript/TypeScript, including frameworks like jQuery and Angular, and consuming RESTful services. These applications may be SharePoint Add-Ins, standalone web apps, or developed in conjunction with other developers on C# .NET MVC applications. This position may function as a lead developer on complex development projects. This position is expected to stay abreast of the latest technologies and recommend solutions to ensure IDOT stays up-to-date with its development practices.

Special Qualifications:

Required:

- Valid driver's license
- Limited travel for meetings and/or training classes

Desired:

- Completion of four years of college preferably with major courses in computer science
- Five years' experience with HTML, CSS, JavaScript, and JavaScript frameworks (jQuery, Angular, TypeScript)
- Strong MS Platform knowledge and skills including MS SharePoint
- Strong understanding of AJAX, REST and Web Service consumption using HTML and JavaScript
- Proficiency with Microsoft Office Suite and SharePoint 2013+
- Excellent knowledge of programming/systems analysis, quality assurance, prototyping, construction, integration and migration functions, full lifecycle experience in architecting large scale applications
- Knowledge and experience in developing, customizing and implementing software solutions

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 25, 2017	POSITION:	Senior Internet/Intranet Support Specialist
APPROVED BY:	Dan Wilcox	OFFICE:	Office of Finance/Administration Bureau of Information Processing
CODE:	PW413-23-40-205-30-03	REPORTS TO:	Distributed Systems Manager

Position Purpose

This position is accountable for developing and enhancing Internet/Intranet-based applications and providing technical assistance and training to the users of highly complex Internet/Intranet-based applications throughout the Department. This position requires the ability to analyze complex business requirements, develop web based solutions, and enhance, maintain and support existing applications. New applications will be created using HTML and JavaScript/TypeScript, including frameworks like jQuery and Angular, and consuming RESTful services. These applications may be SharePoint Add-Ins, standalone web apps, or developed in conjunction with other developers on C#, .NET, and MVC applications. This position may function as a lead developer on complex development projects. This position is expected to stay abreast of the latest technologies and recommend solutions to ensure IDOT stays up-to-date with its development practices.

Dimensions

Number of New Development Projects:	10-15 Annually
Number of Distributed Systems:	100+
Technology User Base Supported:	5,600 +/-
Estimated Code Value:	\$125 million
Applications Supported:	10-15
Total Applications:	622

Nature and Scope

This position reports to the Distributed Systems Manager and is usually assigned as a member of a project team. This position may work independently or as a lead on complex projects.

Under the supervision of the Distributed Systems Manager, this position is accountable for evaluating the effects of changes requested to meet department needs and standards and testing implemented changes on existing Internet/Intranet-based systems. This position also assists in specifying, designing and implementing new computerized Internet/Intranet-based applications to increase the effectiveness of the department's project management assets.

The greatest challenge of this position is to design, develop and implement computerized Internet/Intranet applications that maximize the Department's utilization of resources to assure timely and effective completion of departmental objectives. To meet this challenge the incumbent must combine the complex and dynamic requirements of the Department with state-of-the-art technology and computer systems. Typical problems of this position relate to the incumbent's ability to effectively apply practical operational experience to develop optimal solutions to meet computer users' needs.

This position applies new technologies and develops applications to meet the needs of the department's computing community. The incumbent is also responsible for the integration of those technologies and applications with the department's existing resources. This position works with designated end users to develop procedures and documentation to optimize the usage of new technologies and applications. The incumbent resolves problems encountered by the end users. The incumbent is accountable for participating in the analysis, testing and documenting of the necessary systems maintenance changes to Internet/Intranet-based systems. S/He provides procedural assistance and training to the user of Internet/Intranet-based systems to ensure operational efficiency. On development projects, the incumbent works closely with other members of the Distributed Systems Unit and with users to analyze, design and implement Internet/Intranet-based systems. This position may work independently or as a lead on complex projects.

Under the supervision of the Distributed Systems Manager, this position has the freedom to act and resolve user problems. Only when the action affects unit or users' budget or time constraints or affects user standards or procedures must the matter be referred to a superior for resolution. S/He is constrained by departmental regulations.

This position has frequent contacts with other areas of the Department for the purpose of analyzing user needs and requests for maintenance of Internet/Intranet-based systems. Contacts outside the Department would be with computer support and technical specialists from other state, local or federal agencies with similar functions or with vendors of Internet/Intranet-based application products and services. Limited travel is required to attend meetings and/or training classes.

The effectiveness of this position is measured by the continued operational effectiveness of existing Internet/Intranet-based systems and the providing of cost effective usage to optimize the department's project management capabilities through new computer system usage.

Principal Accountabilities

1. Develops new and enhances existing Internet/Intranet-based applications.
2. Provides operational assistance and support for application issues for users throughout the agency.
3. Trains end users of Internet/Intranet-based applications.
4. Participates in the analysis of requests of new Internet/Intranet-based tools and aids in the determination of the validity of solutions.
5. Tests and provides information for new Internet/Intranet-based programs and application.
6. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
7. Performs other duties as assigned.